



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

Staff Attorney

**Recruitment
Period:**

Submit resume by **August 23, 2021**

**Number of
Positions:**

1 (One) position

FLSA Status:

Exempt

Hiring Salary:

\$60,000 - \$71,585

Position Location:

Fulton County, GA

Job Summary

The Staff Attorney drafts and maintains Judicial Council/Administrative Office of the Courts (JC/AOC) contracts, manages agency grant activities, including preparing grant proposals and managing grant budgets, investigates and manages disciplinary matters against licensed court professionals, provides ongoing legal research, drafting, and support, and collaborates with staff within the Legal/Human Resources and Judicial Services divisions of the JC/AOC. The Staff Attorney also provides legal services to the Judicial Council Standing Committee on Interpreters, the Board of Court Reporting, and the Standing Committee on Court Reporting Matters under the direction of the Senior Staff Attorney. These duties include investigating complaints filed regarding court reporters, investigating background checks, and drafting advisory opinions. This position will also act as backup and support to the Senior Staff Attorney for the Supreme Court's Commission on Dispute Resolution and the Council of Accountability Court Judges. This position reports to the General Counsel. This position is located in Atlanta, Georgia with some teleworking options available.

Job Responsibilities and Performance Standards

- Draft, review, negotiate, and monitor contracts, MOUs, and other legal documents, on behalf of the agency.
- Review and draft human resources policies and render advice on policy matters, as directed.
- Research legal questions for AOC staff, judges, clerks, commissions, committees, boards, and other judicial officers.
- Manage agency grants full cycle, including preparing grant proposals, monitoring grant activity and budgets, maintaining compliance with grant rules and regulations, and preparing grant reports.
- Cooperate with independent, regulatory, and third party auditors in conducting audits of grants by explaining agency practices and systems, and preparing requested materials.

- Plan, coordinate, and implement grants education and training programs for staff and judicial branch partners.
- Serve as staff contact for the Judicial Council Standing Committee on Grants.
- Investigate and manage ethics and disciplinary matters in complaints against court reporters and interpreters, as well as those seeking application as such, under the direction of the Senior Staff Attorney.
- Monitor compliance of judicial commissions and boards with Supreme Court rules and state laws.
- Provide requested legal support to designated commissions, boards, committees, and councils.
- Draft legal memos, rules, bylaws, and ethics and advisory opinions for assigned groups, as needed.
- Respond to Open Records Requests and information requests from the general public.
- Comply with other designated duties as directed by the General Counsel and Senior Staff Attorney.

Technical Competencies:

- Ability to provide analysis of laws, rules, and policies.
- Ability to research relevant documents and facts.
- Ability to analyze and interpret legislation.
- Ability to express ideas in a logical, concise fashion (orally and written).
- Ability to work effectively with JC/AOC staff, the general public, and judicial, legislative, and executive branch stakeholders.
- Ability to observe the confidentiality of the JC/AOC and stakeholders.
- Ability to exercise independent judgment and maintain discretion.
- Ability to review and evaluate grant applications and plans, including budgets, for compliance with program requirements.

Minimum Qualifications:

- Bachelor's degree from an accredited college.
- Juris doctor degree from an accredited law school.
- State Bar of Georgia membership.
- Ability to travel in and out-of-state, occasionally overnight.

Preferred Qualifications:

- 2 or more years related experience.
- Prior courtroom experience or clerkship.
- Prior interaction with clients.

To Apply:

Send your resume and cover letter, in **.pdf** format, to resume@georgiacourts.gov. Resumes submitted after **5:00PM (Eastern)** on **August 23, 2021** will not be considered. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: **Staff Attorney**

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0366. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.